



Cover Letter/Cover Email

You Should Have:

- ▶ Self Introduction
- ▶ Personal Statement
- ▶ About the Job/Program Entrance
you are applying for:
- ▶ What would you like:
- ▶ Thank You

Self Intro

- ▶ 3 to 5 sentences about your self
 - ▶ Your name
 - ▶ Your current occupation (what do you do now: student, worker, etc.)
 - ▶ I am a resident of And have been at this location for Years.

Personal Statement

- ▶ About you and your future
- ▶ Can be a cut and paste from your resume
- ▶ Be clear and focus (not imaginary or try to be funny)

About the Job/Entrance you are applying for:

- ▶ Description(s) about the job/position
- ▶ Where did you find the ad/info

What would you like:

- ▶ I would like
- ▶ A chance to come in for an interview
- ▶ A chance to come in for a chat (not the best)
- ▶ A chance to come in for a discussion (better but still not the best)
- ▶ A chance to come in for a chance to ask a few questions (not committed – can be positive)
- ▶ Provide a range of time when you are available.

Thank You

- ▶ Thank You for the opportunity
..... (general)
- ▶ Suggestions
(based on your
personality/family values)

Assignment

- ▶ Create a Cover Email
- ▶ Send to Mr. Yu byu@vsb.bc.ca
- ▶ marks will rank accordingly based on how well did you convinced Mr. Yu your intensions and your professionalism
- ▶ Due before next class.

Suggestions:

- ▶ Begin with “Hello”
- ▶ Try not to use: To Whom It May Concern (old terms)
- ▶ Direct your message: To the Director of HR
- ▶ Stay away from street terms (colloquialism)
 - ▶ Ie: Hey or Yo, etc.
- ▶ **Be Polite !!!!! Be Professional !!!!!**